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Denali Training Fund Quarterly Progress Report

Funds for this project are provided by the USDOL and the Denali Commission and managed, in partnership, by the Alaska Department of Labor and Workforce Development.

Name of Organization: Alaska Association of Municipal Clerks
Name of Project: Professional Development Training
Reporting Period: 10/1/2008 – 12/31/2008
Contact Person: Betty Svensson
Contact Number: 907-586-1325 Email Address: betty@akml.org
Expenditures to date: \$ 13,810.79
Certification: I certify that the information in this report is current, correct and true and in accordance with the terms and conditions of the agreement.
Signed by: <u>Betty J. Svensson</u> Dated <u>1-20-09</u>

<p>1. In a few sentences, please describe the scope of your project:</p> <p>Providing scholarships to rural clerks to attend the AAMC Conference and the Advanced Academy, accredited by the International Institute of Municipal Clerks. AAMC provides training to not only help rural clerks successfully perform essential local government functions but---hopefully---give them enough information and tools to keep them in their jobs longer. Trained longevity helps provide some stability and consistency for a community. The grant was amended to provide additional training for 8 participants (Municipal Clerks) from rural communities to attend the 2008 Association of Municipal Clerks Annual Conference in Ketchikan.</p>

<p>2. Project Activities for this Reporting Period:</p> <p>Describe the grant activities that happened during this report period. Include planning, advertisement and/or training performance that occurred this quarter? List any accomplishments achieved. (Attach advertisements if applicable)</p>
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Scholarship applications were sent to rural clerks. We received 8 applications and were able to award scholarships to all 8 applicants. For various reasons, only 5 applicants were able to attend the conference.

3. Scheduled Project Activities/Important Dates for next quarter:

Describe your planned activities and training for next few months. Please include important dates like graduation, site visits, travel, job fairs, etc.

Applicants will submit all receipts for reimbursement. Payments will be made in January 2009.

Please copy and use another sheet if you need more spaces.

6. Please identify any problems or changes in your training project that will affect the budget, scope or timeline of the project. Is your training on schedule? What are the reasons for any difficulties or delays? Are you over budget/under budget? Have you had to change the initial scope?

Please provide an explanation to this change and your resolution to the variance.

None

7. How are you or will you be evaluating the individuals being trained to ensure competency, skill level and understanding? (Testing, assessment, etc)

All individuals received a certificate of completion and 3 Continuing Education points and 2 Experience points toward their Certified Municipal Clerks (CMC) Certification and 3 Education points and 1 Professional & Social Contribution Point toward their MMCA.

8. Please identify areas that we can assist you in the future.

Please continue to provide grant funds to rural communities. Without these funds, many clerks would not be able to attend training necessary to keep up with their day to day challenges.